

2006

**HOUSING REHABILITATION PROGRAM FINAL
APPLICATION**

FOR

COMMUNITY DEVELOPMENT BLOCK GRANT

Small Cities

Housing and Neighborhood Revitalization



**State of Wisconsin
Division of Housing and Community Development**

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SECTION I

INTRODUCTION

Funding for the Community Development Block Grant (CDBG) program is provided to the State of Wisconsin by the U.S. Department of Housing and Urban Development (HUD). CDBG funds are under the general oversight of the Department of Commerce, and the housing funds are directly administered by the Division of Housing and Community Development (DHCD).

The DHCD has designed the CDBG Housing Program Application so the funds will be directed to eligible communities throughout the state that are in the most need.

This final application may be submitted only at the invitation of DHCD. Final applications will be invited from those communities who were successful in the first round of preliminary applications. Final applications must be post-marked or hand delivered to the Division of Housing and Community Development on or before ***October 23, 2006***.

Unofficial Text (See Printed Volume). Current through date and Register shown on Title Page.

Chapter Comm 154

SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANTS FOR HOUSING

Comm 154.01 Purpose and authority.
Comm 154.02 Definitions.
Comm 154.03 Consistency with federal regulations.
Comm 154.04 Housing rehabilitation and homeownership assistance.
Comm 154.05 Application process.

Comm 154.06 Emergency grants.
Comm 154.07 Recaptured funds and program income.
Comm 154.08 Resubmitted applications.
Comm 154.09 Special housing projects.

Note: Chapter Adm 19 was created as an emergency rule effective 11-9-91; Chapter Adm 19 was renumbered chapter Comm 154 under s. 13.93 (2m) (b) 1., Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register January 2004 No. 577.

Comm 154.01 Purpose and authority. This chapter is promulgated under the authority of ss. 560.02 (4), 227.11, and 560.9809 (2), Stats., to implement s. 560.9809, Stats.

History: Cr. Register, May, 1992, No. 437, eff. 6-1-92; am., Register, April, 1995, No. 472, eff. 5-1-95.

Comm 154.02 Definitions. (1) "CDBG" means community development block grant.

(2) "Department" means the department of commerce.

(3) "Eligible applicant" means any unit of general local government in Wisconsin which is a non-entitlement area as defined by 24 CFR part 570.3.

(4) "LMI household" means a household with an annual income that is at or below 80% of county median income or 80% of state median income, whichever is greater.

(5) "Program" means the small cities community development block grants for housing program.

(6) "Special housing project" means an activity that results in the creation of new low- to moderate-income dwelling units.

(7) "Unfunded application" means a CDBG application which receives an insufficient point score in the evaluation process to be eligible for funding.

Note: Income tables are published annually by the U.S. department of housing and urban development.

History: Cr. Register, May, 1992, No. 437, eff. 6-1-92; renum. (1) to (5) to be (2) to (6) and am. (6) and cr. (1), Register, April, 1995, No. 472, eff. 5-1-95; am. (6), cr. (7), Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. (6) and (7) Register July 2003 No. 571, eff. 8-1-03.

Comm 154.03 Consistency with federal regulations. The department shall administer the program, including recaptured funds, in accordance with 24 CFR part 570, the federal regulations governing the program.

History: Cr. Register, May, 1992, No. 437, eff. 6-1-92.

Comm 154.04 Housing rehabilitation and homeownership assistance. Applicants shall be compared and rated by the department based upon the department's evaluation of the proposal's consistency with s. 560.9802, Stats., and 24 CFR part 570, and the scoring criteria in the CDBG application package. Applicants shall be eligible to receive funding for housing rehabilitation, homeownership assistance, and housing-related public facilities based on established and documented need and the applicant's ability to complete the proposed activities. The department shall ensure that awarded grant funds are reasonably balanced among geographic areas of the state.

History: Renum. from Adm 19.05 and am. (1) to (4), r. (6), renum. (5), (7) to (9) to be (5) to (8), Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. Register July 2003 No. 571, eff. 8-1-03.

Comm 154.05 Application process. The department shall make funds available annually as those funds are made available by the federal department of housing and urban development. To receive funds under the program, an eligible applicant shall submit an application which is complete and in the format

required by the department. The department shall make housing rehabilitation and homeownership assistance awards to fundable applicants on an annual basis. The department shall make special housing project awards under s. Comm 154.09 to eligible applicants as projects are ready for funding under the criteria established by the department and as funding becomes available.

History: Cr. Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. Register July 2003 No. 571, eff. 8-1-03.

Comm 154.06 Emergency grants. The department may use up to \$2,000,000 annually from the program for emergency housing needs. The department shall develop emergency fund application requirements as necessary. Applications will be evaluated based on:

(1) The nature of the emergency.

(2) The amount of emergency-related housing need.

(3) The availability of program funds.

(4) Other mitigating circumstances the department deems significant.

(5) The inability of the applicant to finance the activity on its own.

(6) The unavailability of other funding sources to address the need.

Note: The application requirements can be obtained by writing to: Department of Commerce, Bureau of Housing, P.O. Box 7970, Madison, WI 53707-7970.

History: Cr. Register, April, 1995, No. 472, eff. 5-1-95; renum. from Adm 19.07, Register, April, 1999, No. 520, eff. 5-1-99.

Comm 154.07 Recaptured funds and program income. The department may use CDBG funds received as recaptured program funds or program income as defined in 24 CFR 570, to fund specific hazard reduction activities in homes with low and moderate income occupants.

History: Cr. Register, April, 1995, No. 472, eff. 5-1-95; renum. from Adm 19.08, Register, April, 1999, No. 520, eff. 5-1-99.

Comm 154.08 Resubmitted applications. (1) An applicant for funds shall be eligible to receive funds in the CDBG program year following the year for which the applicant submits an unfunded application, without having to submit another application for that following year if all of the following apply:

(a) The applicant is an eligible applicant under the terms of the program.

(b) The applicant submits a request to resubmit in a format as required by the department.

(2) The resubmitted application will retain the score received in the original application submittal.

(3) An unfunded application may be resubmitted under sub. (1) only once.

History: Cr. Register, April, 1999, No. 520, eff. 5-1-99; CR 03-002: r. and recr. (2) Register July 2003 No. 571, eff. 8-1-03.

Comm 154.09 Special housing projects. The department may use at least \$750,000 annually from the program for special housing projects. Funds not awarded within 12 months may be included in the funding available for housing rehabilitation and homeownership activities under s. Comm 154.04. The department shall make special project awards to eligible appli-

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cants as projects are ready for funding under the criteria established by the department and as funding becomes available.

History: CR 03-002: cr. Register July 2003 No. 571, eff. 8-1-03.

SECTION III

COMMUNITY DEVELOPMENT BLOCK GRANT

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This publication for the 2006 Community Development Block Grant (CDBG) Housing Funds competition presents the application and scoring procedures and criteria to be used for applications submitted under the Wisconsin CDBG program.

I. Definitions

A. Cooperative Application

A single application submitted by two or more eligible local units of government.

B. Division of Housing and Community Development (DHCD)

The Division of Housing and Community Development is the agency responsible for the direct administration of the CDBG Housing program.

C. Entitlement City/County

A city or urban county which receives CDBG funds directly from HUD. Entitlement cities and counties are not eligible to receive CDBG Small Cities funds.

D. Handicapped Accessibility

Rehabilitation to permit improved access to LMI persons with physical challenges is a permitted use of CDBG funds. CDBG funds may also be used to bring municipal buildings into compliance with the requirements of the Americans with Disabilities Act (ADA).

E. Labor Standards

Public facilities projects and some housing projects require that federally established wage rates be paid. In order to accurately estimate the cost of your projects, you must determine if labor standards (Davis-Bacon) apply (see Attachment 1, Labor Standards Questions and Answers).

F. Low Income (LI)

LI means 50% of the median county income, or 50% of the state median income, whichever is greater, by family size as annually determined by HUD.

G. Moderate Income (MI)

MI means 80% of the median county income, or 80% of the state median county income, whichever is greater, by family size as annually determined by HUD.

H. Soft Costs

Non-construction costs related to a CDBG housing-related public facility project. Soft costs paid for with CDBG funds must be related to the construction of the building, e.g., engineering and design costs. Costs such as marketing or rent-up are NOT eligible for CDBG funding. An applicant may request funding for project soft costs up to 15% of the CDBG participation in the project.

I. Unfunded Application

A CDBG application which receives an insufficient point score in the evaluation process to receive funding in a program year.

II. Application Ranking

Final applications will be compared and rated to the other final applications submitted from their region. Grant awards will be made to applicants with the highest need scores. Awards will continue to be made to applicants with high total scores until the available funding is exhausted.

III. Need Scores

Need scores will be used to direct the CDBG funds to the communities which are most in need. Need scores will be based on Census data and other relevant data that is available for all applicants.

Data that will be used includes, but is not limited to:

- Families below poverty
- Percent persons over 65
- Year Structure Built
- Housing Costs as a percent of Income
- Unemployment data (county measure applied to all municipalities within that county unless they have their own specific data)

IV. Eligible Applicants

- A. To be eligible to request funding under this grant program, the applicant must have been invited to submit a Final Application to DHCD. That letter should be included as the second page of the Final Application.
- B. An applicant may submit only one application for CDBG Housing funds per funding cycle.
- C. To be an eligible applicant, the local unit of government must have adopted a Fair Housing ordinance prior to October 23, 2006. Documentation of the ordinance is a required part of the application. The applicant's Fair Housing ordinance may adopt the state's Fair Housing statute (Stats. 106.50) by reference. If the applicant chooses, it may adopt its own Fair Housing ordinance. The ordinance must, at a minimum, include the following protected classes:
- | | |
|-----------------|-----------------|
| familial status | religion |
| handicap | national origin |
| age | color |
| sex | race |
- D. To be an eligible applicant, the local unit of government must have conducted a Citizen Participation public hearing in the manner detailed elsewhere in this application. Documentation of the public hearing is a required part of the application.

V. Eligible Activities

- A. Activities which would be eligible under the CDBG Small Cities Housing program include but are not limited to:
- * deferred payment housing rehabilitation loans to LMI owner-occupants
 - * low-interest rehabilitation loans to owners of LMI renter-occupied units
 - * handicapped accessibility improvements such as wheelchair ramps and wider doorways for LMI households
 - * sewer and water laterals from the lot line to the LMI-occupied dwelling unit
 - * wells and septic systems for LMI-occupied dwelling units

- * direct assistance to LMI households to facilitate and expand homeownership (e.g., closing costs and up to 50% of the required downpayment). Applicants for homebuyer assistance funds should be aware that homebuyer counseling will be a required component of this activity.
- * conversion of structures into dwelling units affordable to LMI households
- * neighborhood code enforcement activities which will result in improvement to the structure
- * hazard mitigation activities such as floodproofing, landscaping to improve drainage, or sewer back flow prevention
- * “safe rooms” (for tornadoes and other severe storms) where grantees are able to identify a need for such an activity
- * retro-fitting for wind resistance where other property conditions require the replacement of the roof or siding

B. Additional funding of up to 20% of the housing project request may be used for small public facility activities. Neighborhood revitalization activities must principally benefit LMI households, must directly and negatively be impacting housing, and may include but are not limited to:

- * sewer/water laterals from the main to the property line
- * neighborhood streets, curbs, gutters, public sidewalks, and curbcuts
- * projects which provide physical improvements to facilities for homeless persons
- * demolition of dilapidated neighborhood structures (e.g., stores, gas station)

NOTE: An applicant may request funding for project “soft” costs up to 15% of the CDBG participation in the project.

VI. Ineligible Activities

Activities NOT eligible for funding under the CDBG Small Cities Housing program include:

- A. New housing construction (includes: digging basement, drain tiles, foundation, backfill, driveway, parking lot, private sidewalk).
- B. Additions or converting/finishing of vacant or under-used space (except as necessary to relieve overcrowding).
- C. Appliances (except built-in to address accessibility).
- D. Furnishings (includes blinds and fixtures).
- E. Mechanicals in new construction (water heaters, furnaces).

VII. Estimated Funding Level

It is estimated that approximately \$7 million will be available for funding CDBG housing applications in 2006.

VIII. Application Scoring

A. Need Scores

Need scores will be calculated based on an eligible applicant's relative ranking compared to other eligible applicants.

B. Not Previously Funded

An applicant will receive 5 points if it has not received CDBG Housing funds since 1995.

C. Deductions

Points will be deducted from an applicant's total score for failure to meet leveraging and/or program goals as specified in the applicant's most recent completed contract.

IX. Required Documentation

With each proposal, the applicant shall include:

A. A description of its capacity to administer the program. Included in the description will be:

- * The staff who will be used for program administration.
- * Any additional workload the staff will be expected to carry during the term of the contract.
- * The estimated number of contractors expected to be available for rehabilitation and conversion projects.

B. A copy of the Citizen Participation Plan and a copy of the meeting minutes at which it was adopted.

C. A copy of the Citizen Participation public hearing announcement as it appeared in the newspaper along with an Affidavit of Publication (see Section IV).

D. A copy of the minutes of the Citizen Participation public hearings signed by the clerk or other appropriate applicant staff member. Alternatively, the applicant may choose to submit a Citizen Participation Certification (see Section IV).

E. A copy of the resolution adopted by the governing body of the applicant authorizing submission of the application.

F. A cooperation agreement for a cooperative application (if applicable).

- G. An administrative plan for a cooperative application (if applicable) (Section III of the application).
- H. A copy of the resolution adopting a local Fair Housing ordinance which covers all federally-protected classes.
- I. A signed copy of the Statement of Assurances.
- J. A signed copy of the Certification for Contracts, Grants, Loans and Cooperative Agreements (lobbying certification).
- K. A map of the community, no larger than 11" x 17" (with street names), indicating specific project locations, if known, and the central business district.
- L. A copy of DHCD "Invitation of Apply" letter.

X. Citizen Participation - Public Hearing Requirements

All applicants for CDBG housing funds must develop or have already adopted a Citizen Participation (CP) Plan. As a part of the Citizen Participation Plan, a public hearing is held to offer area residents the opportunity to be involved in the development of the CDBG application. The public hearing must be held in conjunction with a meeting of the applicant's representative governing body (board or council) or its designated Citizen Participation Committee.

To be eligible for funding under the CDBG - Housing and Neighborhood Improvements program, the applicant must:

- * Advertise the public hearing at least once prior to the CP hearing.
- * Publish (or post, if the applicant typically posts public hearings) the CP hearing notice at least 2 weeks prior to the CP hearing.
- * Use the language specified by the Division of Housing and Community Development (see Section IV, Appendices) for the CP hearing notice.
- * Include a copy of the notice and an Affidavit of Publication (or posting, if applicable) with the application.
- * Hold the CP hearing at a time and location convenient to potential beneficiaries.
- * Hold the CP hearing in place that is handicapped accessible.
- * Include in the identification of potential funds available, any CDBG revolving loan funds anticipated to be realized during the contract year.
- * Include a copy of the public hearing minutes, signed by the clerk or other appropriate applicant staff member, documenting the discussion of the published agenda items. Alternatively, the applicant may submit a Citizen Participation Certification (see Section IV of this application).

XI. Grant Award Modification

The Division of Housing and Community Development reserves the right to adjust the award amount from the amount requested in the application based on the following criteria:

- * ACTIVITY and AMOUNT of existing revolving loan fund.
- * CAPACITY to complete the proposed activities.
- * LMI BENEFIT of the proposed activities.
- * OTHER HOUSING GRANTS currently in force in the community.
- * FUNDING AVAILABILITY.
- * PERFORMANCE and PROGRESS in any and all other DHCD programs.
- * FINANCIAL AUDIT results from any and all other DHCD programs.

XII. CDBG Contract

CDBG contracts between the state and the successful applicants will be negotiated following the announcement of grant awards. The CDBG contract will be written for an approximate 22-month period.

XIII. Funding Cycle

Final applications for the 2006 CDBG Small Cities Housing program are due (post marked or hand delivered) October 23, 2006. Awards are anticipated to be made in November of 2006.

XIV. Other Considerations

DHCD reserves the right to amend, modify, or withdraw this application package and any of the grant program instructions, procedures, or rules contained herein and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses in the preparation of an application or otherwise.

XV. Disbursal of Funds

Successful applicants receiving CDBG grant awards will be required to manage their funds so that the disbursal of funds takes place within 3-10 days. Grantees not able to disburse funds in the 3-10 day period must be prepared to advance funds and work on a reimbursement basis.

XVI. Appeal Process

Unsuccessful applicants may appeal the scoring of their application using the appeal process outlined in Attachment 3.

ATTACHMENT 1

QUESTIONS AND ANSWERS About LABOR STANDARDS in CDBG HOUSING PROGRAMS

Q: Do Davis-Bacon wage rates ever apply to single-family home or duplex rehabilitation?

A: No.

Q: Do Davis-Bacon wage rates ever apply to apartment rehabilitation?

A: Yes. They apply to rehabilitation and/or conversion work in mixed-use buildings and to rehabilitation work in apartment buildings that contain eight or more apartments.

Q: What is a mixed-use building?

A: A mixed-use building is one that contains or will contain both residential and commercial or industrial uses after the rehabilitation/ conversion work is completed.

Q: Is rehabilitation work in a mixed-use building ever exempt from Davis-Bacon wages?

A: Yes. If there are less than eight apartments in the building, and the rehabilitation work is confined to the interior of the apartment(s) or the areas common to the apartments only (e.g., residential hallways, stairways) Davis-Bacon wage rates will not apply. However, no work can be done on siding or utilities that serve the entire building in this case.

Q: We have a ten-unit apartment building where the owner wants to do the rehabilitation work himself. Will this be covered?

A: Yes. Since there are more than seven apartments, Davis-Bacon regulations will apply. The owner must submit a payroll form showing how many hours a day he works on the project, but need not show any wage information for himself. If he hires someone to help him for any of the work, that person must be paid Davis-Bacon wages. If he subcontracts any part of the work (e.g., plumbing or electrical) the contractor(s) must pay Davis-Bacon wages and file all the required reports.

Q: Would the same rule apply to the owner of a mixed-use building working on his own apartments?

A: Yes.

- Q: We have an empty warehouse which the owner wants to convert to apartments. The building will be all residential when it is done. Will Davis-Bacon apply?
- A: It depends on the number of apartments he will create. If there will be eight or more units, Davis-Bacon wages will apply. If there will be seven or less, they will not apply.
- Q: We have an eight-unit apartment, but only four units need rehabilitation. Will this be covered?
- A: Yes. Coverage is determined by the number of units in the building, not by the number to be rehabbed.
- Q: Is a single-family dwelling containing a home occupation a mixed-use building?
- A: Technically, yes. In practical terms, we do not consider it a mixed-use building unless there have been additions or permanent modifications to the building which make part of it useable only for the business purpose. A spare bedroom used as an office would not count. A beauty parlor added to the side of a home and useable only for that purpose would make the building a mixed-use building.
- Q: Our program includes purchasing vacant homes and duplexes and renovating them for resale. Will Davis-Bacon apply?
- A: No, Davis-Bacon will not apply.
- Q: Part of our program includes renovation work on some Housing Authority-owned apartments in our community. Will this work be covered?
- A: Yes. All work on Housing Authority-owned property is covered.
- Q: Where can we get the necessary forms and information for complying with Davis-Bacon regulations?
- A: Detailed directions for complying with Davis-Bacon regulations are contained in the Implementation Handbook. The appendix to that chapter contains samples (ready for copying) of all needed forms as well as examples of how to fill them out correctly.

ATTACHMENT 2

LENDING OPTIONS (for landlords and developers)

1. **0% LOAN**

100% of the project cost is supplied by CDBG funds

\$6,000 at 0% for 5 years = \$100.00/month

2. **2/3 : 1/3 LOAN**

2/3 of the project is privately **FINANCED**

1/3 of the project cost is supplied by CDBG funds deferred for the term of the private financing

\$4,000 at 9.5% for 5 years = \$84.00/month

\$2,000 deferred payment loan for 5 years; then

\$2,000 at 0% for 2 years = \$83.33/month

3. **50:50 LOAN**

1/2 of the project cost is privately **FINANCED**

1/2 of the project cost is supplied by CDBG funds deferred for 1 year per \$1,000 deferred, or the term of the private financing, whichever is less

\$3,000 at 9.5% for 5 years = \$63.00/month

\$3,000 deferred payment loan for 3 years; then

\$3,000 at 0% for 5 years = \$50.00/month

4. **RE: ALL LOANS FOR RENTER-OCCUPIED UNITS**

Property owner must guarantee LMI occupancy for 5 years, or the term of the CDBG loan, whichever is less.

Maximum deferral period (**for financed loans**) for the CDBG repayment = twice the number of years the unit is guaranteed to be rented to LMIs. For example, if the CDBG repayment is deferred for 12 years, the unit must be rented to LMIs for at least 6 years.

The length of time given for repayment of the CDBG funds is left to the grantee's discretion.

5. **GRANTS**

Grants should be an incidental part of a housing rehabilitation program.

Grants should be included as a separate activity in a CDBG Housing and Neighborhood Revitalization application only for "public facilities" type activities (e.g., program area lateral replacement or well replacement).

Grants are permitted **ONLY** when no more than \$1,000 will be awarded to the LMI owner-occupant during a 12-month period.

Grants are permitted for LMI owner-occupants only.

ATTACHMENT 3

STATE OF WISCONSIN
DEPARTMENT OF COMMERCE
DIVISION OF HOUSING AND COMMUNITY DEVELOPMENT
HOUSING AND HOMELESS FUNDING APPLICATION APPEAL PROCESS

INTRODUCTION

This is the process by which an applicant for funds from the Division of Housing and Community Development (DHCD) may appeal the denial or approval of a funding application.

DHCD goes to great lengths to judge each application fairly and to make awards in accordance with the criteria established for each program. The following process is to be followed if an applicant believes that a funding decision was made incorrectly.

APPEAL PROCESS

An applicant who objects to the award or denial of an award has the right to appeal the decision through the following process:

1. The applicant must file a written notice of appeal with the appropriate DHCD Program Manager. The notice must include the name of the application and a short summary of why the applicant is appealing the decision.

THE NOTICE OF APPEAL MUST BE FILED WITHIN TEN (10) BUSINESS DAYS OF THE DATE THE APPLICANT RECEIVED NOTICE OF THE AWARD DECISION.

2. Upon receipt of the written notice of appeal, the Program Manager shall review the funding decision as it regards the subject of the appeal and respond to the applicant in a timely manner.
3. Upon receipt of the Program Manager's response, the applicant may appeal to the Division level in care of the Director of the Bureau of Downtown and Community Preservation. The written notice of appeal must be filed within ten (10) business days of the date the applicant is notified under Step 2. A response will be issued in a timely manner.

QUESTIONS

Questions regarding this appeal process should be directed to:

Director, Bureau of Downtown and Community Preservation
Department of Commerce
P. O. Box 7970
Madison, WI 53707-7970

Phone: 608/267-2713
Fax: 608/266-5381

HUD HOUSEHOLD INCOME LIMITS
Effective March 8, 2006

COUNTY	CMI%	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Adams	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Ashland	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Barron	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Bayfield	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Brown	30%	13,600	15,500	17,450	19,400	20,950	22,500	24,050	25,600
	50%	22,600	25,850	29,050	32,300	34,900	37,450	40,050	42,650
	80%	36,200	41,350	46,500	51,700	55,800	59,950	64,100	68,200
Buffalo	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Burnett	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Calumet	30%	14,200	16,250	18,250	20,300	21,900	23,550	25,150	26,800
	50%	23,650	27,050	30,400	33,800	36,500	39,200	41,900	44,600
	80%	37,850	43,300	48,700	54,100	58,450	62,750	67,100	71,400
Chippewa	30%	12,150	13,900	15,600	17,350	18,750	20,150	21,500	22,900
	50%	20,250	23,100	26,000	28,900	31,200	33,500	35,850	38,150
	80%	32,400	37,000	41,650	46,250	49,950	53,650	57,350	61,050
Clark	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Columbia	30%	13,000	14,850	16,700	18,550	20,050	21,500	23,000	24,500
	50%	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80%	34,650	39,600	44,550	49,500	53,450	57,400	61,400	65,350
Crawford	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950

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HUD HOUSEHOLD INCOME LIMITS
Effective March 8, 2006

COUNTY	CMI%	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Dane	30%	15,350	17,550	19,750	21,950	23,700	25,450	27,250	29,000
	50%	25,600	29,300	32,950	36,600	39,550	42,450	45,400	48,300
	80%	41,000	46,850	52,700	58,550	63,250	67,900	72,600	77,300
Dodge	30%	12,900	14,700	16,550	18,400	19,850	21,350	22,800	24,300
	50%	21,450	24,500	27,600	30,650	33,100	35,550	38,000	40,450
	80%	34,350	39,250	44,150	49,050	52,950	56,900	60,800	64,750
Door	30%	11,900	13,600	15,300	17,000	18,350	19,700	21,100	22,450
	50%	19,850	22,700	25,500	28,350	30,600	32,900	35,150	37,400
	80%	31,750	36,300	40,800	45,350	49,000	52,600	56,250	59,850
Douglas	30%	11,700	13,350	15,050	16,700	18,050	19,350	20,700	22,050
	50%	19,500	22,300	25,050	27,850	30,100	32,300	34,550	36,750
	80%	31,200	35,650	40,100	44,550	48,100	51,700	55,250	58,800
Dunn	30%	11,700	13,350	15,050	16,700	18,050	19,350	20,700	22,050
	50%	19,500	22,300	25,050	27,850	30,100	32,300	34,550	36,750
	80%	31,200	35,650	40,100	44,550	48,100	51,700	55,250	58,800
Eau Claire	30%	12,150	13,900	15,600	17,350	18,750	20,150	21,500	22,900
	50%	20,250	23,100	26,000	28,900	31,200	33,500	35,850	38,150
	80%	32,400	37,000	41,650	46,250	49,950	53,650	57,350	61,050
Florence	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Fond du Lac	30%	13,150	15,000	16,900	18,750	20,250	21,750	23,250	24,750
	50%	21,900	25,000	28,150	31,250	33,750	36,250	38,750	41,250
	80%	35,000	40,000	45,000	50,000	54,000	58,000	62,000	66,000
Forest	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Grant	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Green	30%	12,450	14,250	16,000	17,800	19,200	20,650	22,050	23,500
	50%	20,800	23,750	26,750	29,700	32,100	34,450	36,850	39,200
	80%	33,250	38,000	42,750	47,500	51,300	55,100	58,900	62,700
Green Lake	30%	11,600	13,300	14,950	16,600	17,950	19,250	20,600	21,900
	50%	19,350	22,100	24,900	27,650	29,850	32,050	34,300	36,500
	80%	31,000	35,400	39,850	44,250	47,800	51,350	54,850	58,400

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HUD HOUSEHOLD INCOME LIMITS
Effective March 8, 2006

COUNTY	CMI%	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Iowa	30%	13,950	15,950	17,950	19,950	21,550	23,150	24,750	26,350
	50%	23,300	26,600	29,950	33,250	35,900	38,550	41,250	43,900
	80%	37,250	42,550	47,900	53,200	57,450	61,700	65,950	70,200
Iron	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Jackson	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Jefferson	30%	13,200	15,100	16,950	18,850	20,350	21,850	23,350	24,900
	50%	22,000	25,150	28,300	31,450	33,950	36,500	39,000	41,500
	80%	35,200	40,250	45,250	50,300	54,300	58,350	62,350	66,400
Juneau	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Kenosha	30%	13,900	15,900	17,850	19,850	21,450	23,050	24,600	26,200
	50%	23,150	26,450	29,750	33,050	35,700	38,350	41,000	43,650
	80%	37,050	42,300	47,600	52,900	57,150	61,350	65,600	69,850
Kewaunee	30%	13,600	15,500	17,450	19,400	20,950	22,500	24,050	25,600
	50%	22,600	25,850	29,050	32,300	34,900	37,450	40,050	42,650
	80%	36,200	41,350	46,500	51,700	55,850	59,950	64,100	68,200
La Crosse	30%	12,450	14,200	16,000	17,750	19,150	20,600	22,000	23,450
	50%	20,700	23,700	26,650	29,600	31,950	34,350	36,700	39,050
	80%	33,150	37,900	42,600	47,350	51,150	54,950	58,700	62,500
Lafayette	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Langlade	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Lincoln	30%	11,800	13,500	15,150	16,850	18,200	19,550	20,900	22,250
	50%	19,650	22,450	25,250	28,050	30,300	32,550	34,800	37,050
	80%	31,450	35,900	40,400	44,900	48,500	52,100	55,700	59,250
Manitowoc	30%	12,800	14,600	16,450	18,250	19,700	21,150	22,650	24,100
	50%	21,300	24,350	27,400	30,450	32,900	35,300	37,750	40,200
	80%	34,100	38,950	43,850	48,700	52,600	56,500	60,400	64,300

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HUD HOUSEHOLD INCOME LIMITS
Effective March 8, 2006

COUNTY	CMI%	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Marathon	30%	13,000	14,850	16,700	18,550	20,050	21,500	23,000	24,500
	50%	21,650	24,750	27,850	30,950	33,450	35,900	38,400	40,850
	80%	34,650	39,600	44,550	49,500	53,450	57,400	61,400	65,350
Marinette	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Marquette	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Menominee	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Milwaukee	30%	14,100	16,150	18,150	20,150	21,750	23,400	25,000	26,600
	50%	23,500	26,900	30,250	33,600	36,300	39,000	41,650	44,350
	80%	37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950
Monroe	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Oconto	30%	11,600	13,250	14,900	16,550	17,850	19,200	20,500	21,850
	50%	19,300	22,100	24,850	27,600	29,800	32,000	34,200	36,450
	80%	30,900	35,300	39,750	44,150	47,700	51,200	54,750	58,300
Oneida	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Outagamie	30%	14,200	16,250	18,250	20,300	21,900	23,550	25,150	26,800
	50%	23,650	27,050	30,400	33,800	36,500	39,200	41,900	44,600
	80%	37,850	43,300	48,700	54,100	58,450	62,750	67,100	71,400
Ozaukee	30%	14,100	16,150	18,150	20,150	21,750	23,400	25,000	26,600
	50%	23,500	26,900	30,250	33,600	36,300	39,000	41,650	44,350
	80%	37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950
Pepin	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Pierce	30%	16,500	18,850	21,200	23,550	25,450	27,300	29,200	31,100
	50%	27,500	31,400	35,350	39,250	42,400	45,550	48,650	51,800
	80%	41,700	47,700	53,650	59,600	64,350	69,150	73,900	78,650

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HUD HOUSEHOLD INCOME LIMITS
Effective March 8, 2006

COUNTY	CMI%	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Polk	30%	12,000	13,700	15,450	17,150	18,500	19,900	21,250	22,650
	50%	20,000	22,900	25,750	28,600	30,900	33,200	35,450	37,750
	80%	32,050	36,600	41,200	45,750	49,400	53,050	56,750	60,400
Portage	30%	13,200	15,100	16,950	18,850	20,350	21,850	23,350	24,900
	50%	22,000	25,100	28,250	31,400	33,900	36,400	38,950	41,450
	80%	35,200	40,200	45,250	50,250	54,250	58,300	62,300	66,350
Price	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Racine	30%	13,850	15,800	17,800	19,750	21,350	22,900	24,500	26,050
	50%	23,050	26,350	29,650	32,950	35,600	38,200	40,850	43,500
	80%	36,900	42,150	47,450	52,700	56,900	61,150	65,350	69,550
Richland	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Rock	30%	13,150	15,050	16,900	18,800	20,300	21,800	23,300	24,800
	50%	21,950	25,100	28,200	31,350	33,850	36,350	38,850	41,400
	80%	35,100	40,100	45,150	50,150	54,150	58,150	62,200	66,200
Rusk	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
St.Croix	30%	16,500	18,850	21,200	23,550	25,450	27,300	29,200	31,100
	50%	27,500	31,400	35,350	39,250	42,400	45,550	48,650	51,800
	80%	41,700	47,700	53,650	59,600	64,350	69,150	73,900	78,650
Sauk	30%	12,100	13,850	15,550	17,300	18,700	20,050	21,450	22,850
	50%	20,150	23,050	25,900	28,800	31,100	33,400	35,700	38,000
	80%	32,250	36,900	41,500	46,100	49,800	53,500	57,150	60,850
Sawyer	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Shawano	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Sheboygan	30%	13,300	15,200	17,100	19,000	20,500	22,050	23,550	25,100
	50%	22,200	25,350	28,550	31,700	34,250	36,750	39,300	41,850
	80%	35,500	40,550	45,650	50,700	54,750	58,800	62,850	66,900

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HUD HOUSEHOLD INCOME LIMITS
Effective March 8, 2006

COUNTY	CMI%	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Taylor	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Trempealeau	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Vernon	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Vilas	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Walworth	30%	13,600	15,550	17,500	19,450	21,000	22,550	24,100	25,650
	50%	22,700	25,900	29,150	32,400	35,000	37,600	40,200	42,750
	80%	36,300	41,500	46,650	51,850	56,000	60,150	64,300	68,450
Washburn	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Washington	30%	14,100	16,150	18,150	20,150	21,750	23,400	25,000	26,600
	50%	23,500	26,900	30,250	33,600	36,300	39,000	41,650	44,350
	80%	37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950
Waukesha	30%	14,100	16,150	18,150	20,150	21,750	23,400	25,000	26,600
	50%	23,500	26,900	30,250	33,600	36,300	39,000	41,650	44,350
	80%	37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950
Waupaca	30%	12,050	13,750	15,500	17,200	18,600	19,950	21,350	22,700
	50%	20,100	22,950	25,850	28,700	31,000	33,300	35,600	37,900
	80%	32,150	36,700	41,300	45,900	49,550	53,250	56,900	60,600
Waushara	30%	11,500	13,150	14,800	16,450	17,750	19,100	20,400	21,700
	50%	19,200	21,950	24,700	27,450	29,650	31,850	34,050	36,250
	80%	30,750	35,100	39,500	43,900	47,400	50,900	54,450	57,950
Winnebago	30%	13,500	15,450	17,350	19,300	20,850	22,400	23,950	25,500
	50%	22,500	25,700	28,950	32,150	34,700	37,300	39,850	42,450
	80%	36,000	41,150	46,300	51,450	55,550	59,700	63,800	67,900
Wood	30%	12,700	14,500	16,350	18,150	19,600	21,050	22,500	23,950
	50%	21,200	24,200	27,250	30,250	32,650	35,100	37,500	39,950
	80%	33,900	38,700	43,550	48,400	52,250	56,150	60,000	63,900

These income limits are applicable to CDBG and other programs for client eligibility and reporting purposes.

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"SAMPLE"

PUBLIC HEARING NOTICE

APPLICANT NAME
PLACE
DATE
TIME

The _____ of _____ will conduct a public hearing regarding its proposed application for Community Development Block Grant (CDBG) funds. The public is invited to attend to learn about the CDBG program, to help identify additional local housing and community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds.
2. Eligible CDBG activities
 - a. Economic Development
 - b. Public Facilities
 - c. Housing
 - (1) Rehabilitation
 - (2) Homebuyer Assistance
 - (3) Special Housing Projects
3. Presentation of identified housing and community development needs.
4. Identification of housing and community development needs by public.
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities.

Residents of the _____ of _____ are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible.

Persons needing additional accessibility accommodations should contact _____ at _____ (phone number) _____.

CITIZEN PARTICIPATION CERTIFICATION

I, _____, as Clerk for the _____ of _____, hereby certify that the following checked topics were discussed at the Community Development Block Grant (CDBG) Citizen Participation public hearing held at _____ o'clock, on _____.

1. _____ Basic overview of the CDBG program.
2. _____ Total CDBG funds (including anticipated revolving loan funds) available for housing, public facilities and economic development.
3. Types of activities eligible using CDBG funds for:
 - a. _____ Economic Development
 - b. _____ Public Facilities
 - c. _____ Housing
 - (1) Rehabilitation
 - (2) Homebuyer Assistance
 - (3) Special Housing Projects
4. _____ Housing needs identified by staff/consultant prior to the public hearing.
5. _____ Community development (public facilities, economic development) needs identified by staff/consultant prior to the public hearing.
6. _____ Housing needs identified by attendees of the public hearing.
7. _____ Community development needs identified by attendees of the public hearing.
8. _____ Activities proposed for CDBG application.
9. _____ Potential for residential displacement as a result of the proposed CDBG activities.
10. _____ Public attending the meeting were offered an opportunity to discuss the proposed CDBG application.

Minutes of the above-described meeting are available on request.

Signature of Clerk

Date

Typed Name of Clerk: _____

Subscribed and sworn to before me this _____ day
of _____, 2005.

Notary Public, _____ County
My Commission expires: _____

CITIZEN PARTICIPATION PLAN REQUIREMENTS

Citizen participation is required in the planning and administration of CDBG projects. All CDBG applicants must prepare and implement a written Citizen Participation Plan as specified in Section 104 (a)(3) of the Housing and Community Development Act of 1974 as amended.

A CDBG grant may be made only if the applicant certifies that it has established and is following such a plan. The Citizen Participation Plan must include, at a minimum, the elements listed below:

- A. Provision for and encouragement of citizen participation, with particular emphasis on participation by persons of low- and moderate-income (LMI) who are residents of target area neighborhoods in which the CDBG funds are proposed to be used.

The applicant must meet this requirement by doing at least one of the following:

1. Establish a committee composed of persons representative of the community's demographics. This committee must include at least one LMI person and one resident of the designated target area. The committee members should also include representatives from the local government, real estate, banking, and labor communities. This committee will assume the responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the community.
2. Distribution of timely notification of all required meetings to 100 percent of the designated target area or neighborhood. Applicants not having a target area, must design a notification system which will reach a majority of the community's LMI population. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation.

- B. Provision to citizens of reasonable and timely access to local meetings, information, and records relating to the applicant's proposed and actual use of funds.

To meet this requirement, the applicant must:

1. Attempt to have at least one of the public hearings in the target area.
 2. Notify the community of upcoming meetings not less than two (2) weeks prior to the meeting.
 3. In all meeting announcements, include where, and during what hours, information and records relating to the proposed and actual use of funds may be found.
- C. Provision for technical assistance to groups representative of LMI households that request such assistance in developing proposals with the level and type of assistance to be determined by the applicant.

To meet this requirement, the applicant must include in the adopted Citizen Participation Plan:

1. Type of assistance generally available.
 2. The procedure used to request the assistance.
- D. Provision for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least:
1. The identification and development of housing, public facility and economic development needs.
 2. The review of proposed activities.
 3. Review of program performance, the hearings for which shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodation for the handicapped.

To meet this requirement, in part, the applicant must arrange to have all meetings related to the CDBG projects in handicapped accessible locations.

- E. Provision of timely written answers to written complaints and grievances within 15 working days where practical.

To meet this requirement, the applicant must:

1. Include the complaint/grievance procedure steps in the Citizen Participation Plan.
 2. Develop a procedure to ensure compliance with the 15 working day response time.
- F. Identify how the needs of non-English speaking (including the hearing impaired) will be met in the case of public hearings where a significant number of non-English speaking residents reasonably can be expected to participate.

To meet this requirement, the applicant must:

1. Identify all non-English speaking populations in the community (regardless of American or Wisconsin citizenship) and make a determination of their special needs.
2. Include evidence in the Citizen Participation Plan that the community has conducted a review of this matter consistent with the Housing and Community Development Act of 1974 as amended.

RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN

WHEREAS, the Village of Grantville has applied for a Community Development Block Grant, and

WHEREAS, the State of Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development require recipients of Community Development Block Grant monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for a complain procedure and accommodate non-English speaking residents; and

WHEREAS, the Village of Grantville has prepared and publicly reviewed a Citizen Participation Plan.

NOW THEREFORE BE IT RESOLVED, the Village Board of the Village of Grantville officially adopts the Citizen Participation Plan.

Adopted this 12th day of August, 1997 by the Village Board of the Village of Grantville.

Approved:

Lotta Cash, Village President

Attest:

Cora Nation, Clerk

**CITIZEN'S PARTICIPATION PLAN
COMMUNITY DEVELOPMENT PROGRAM
VILLAGE OF GRANTVILLE**

PURPOSE

In order for the Community Development program to operate effectively and to address the needs of the citizens of the Village of Grantville, the entire population must be kept informed. The decision-making process must be open and consistent with state and federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Community Development Program is administered by the Grantville Community Development Committee by the authority of the Grantville Village Board. The Community Development Committee will also serve in the capacity of the Citizen Participation Committee.
2. To insure responsiveness to the needs of its citizens, the Village of Grantville shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI) who are residents of blighted areas and/or target neighborhoods in which a community development program will be concentrated.

CITIZEN PARTICIPATION COMMITTEE

1. A Citizen Participation Committee (CPC) shall be established. The CPC shall be responsible for coordinating and overseeing all required elements of this Citizen Participation Plan.
2. The CPC shall consist of at least five members appointed by the Village President. The membership of the CPC shall be composed of persons representative of the community's demographics. This committee must include at least one LMI person and one resident of the designated target area (if applicable). The committee members should also include representatives from the local government, real estate, banking and labor communities. All members must be residents of the community.

NOTICES OF HEARINGS

1. Official notice of hearings will be by public notice in the Grantville Gabber-Press two weeks preceding the hearing. In addition, the public notice shall be posted at Village Hall. These notices will include time, place and date of meeting, as well as a brief agenda.
2. For projects concentrated in a specific area or neighborhood, in addition to the above notification, notices shall be posed at locations of public gathering within the target area or neighborhood.
3. All notifications of meetings and available assistance will be worded in such a way as to encourage LMI participation.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the community development program, including the development of needs, the review of proposed activities and the review program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen views and provide an explanation of:
 - a. Community development needs, objectives and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizen views and provide a summary of proposed activities, including explanation of how they address community development needs and objectives.
3. The third hearing will receive citizen views and provide a review of the performance of the funded activities.
4. The first two public hearings shall be held during the development of an application for funds. The third public hearing shall be held during the implementation of the program. The Village will attempt to have at least one of the public hearings in the program area (if applicable).

PROGRAM INFORMATION/FILES/ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Village officials or support staff. A Village representative will meet with citizens on request.
2. The Village will maintain, in the Village Hall, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance or changes. The Village staff will respond to all such requests within 15 days after the CPC has met to discuss the request.

COMPLAINTS

The Village will handle citizen complaints about the program in a timely manner. The Village will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the Village President.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Department of Commerce
Bureau of Downtown and Community Preservation
P. O. Box 7970
Madison, WI 53707-7970

NON-ENGLISH SPEAKING RESIDENTS

The Village will regularly survey the community to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen participation process.

"SAMPLE"

STATEMENT OF ASSURANCES

I, _____, _____, of _____,
(name of chief elected official) (title) (community name)
in _____ County certify that the _____ in _____ County
(community name)

1. Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential antidisplacement and relocation assistance plan;
2. Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and affirmatively further fair housing;
3. Will develop and implement a citizen participation plan in accordance with the provisions of Section 104 (a)(2) and (3) of the Housing and Community Development Act of 1974, as amended;
4. Will not use assessments or fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;
5. Has identified its housing and community development needs, including those of low- and moderate-income persons, and the activities to be undertaken meet such needs.;
6. Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint;
7. Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101-144; and
8. Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of non-violent and civil rights demonstrations within its jurisdiction; and
9. Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
10. Will comply with the other provisions of the Community Development Block Grant Program;
11. Will maintain documentation of compliance with the above certifications.

Signature of Chief Elected Official

Date

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

This certifies that, to the best of the undersigned's knowledge and belief:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form - LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Chief Elected Official

Title

Date

SAMPLE RESOLUTION
Authorizing Submission of the Application

Relating to the (CITY, TOWN, COUNTY, VILLAGE) of (NAME)'s participation in the Wisconsin Community Development Block Grant housing program for Small Cities.

WHEREAS, Federal monies are available under the Wisconsin Community Development Block Grant housing program, administered by the State of Wisconsin, Department of Commerce, Division of Housing and Community Development, for the purpose of housing activities; and

WHEREAS, after public meeting and due consideration, the (NAME OF APPROPRIATE COMMITTEE) has recommended that an application be submitted to the State of Wisconsin for the following projects:

(INSERT A BRIEF LIST OF PROPOSED PROJECTS)

WHEREAS, it is necessary for the (COUNTY BOARD, CITY COUNCIL, VILLAGE BOARD, TOWN BOARD), to approve the preparation and filing of an application for the (CITY, TOWN, COUNTY, VILLAGE) to receive funds from this program; and

WHEREAS, the (COUNTY BOARD, CITY COUNCIL, VILLAGE BOARD, TOWN BOARD) has reviewed the need for the proposed projects and the benefits to be gained therefrom;

NOW, THEREFORE, BE IT RESOLVED, that the (CITY COUNCIL, COUNTY BOARD, VILLAGE BOARD, TOWN BOARD) of (NAME) does APPROVE and authorize the preparation and filing of an application for the above-named projects; and

BE IT FURTHER RESOLVED, that the (MAYOR, COUNCIL PRESIDENT, BOARD CHAIRMAN, VILLAGE PRESIDENT) is hereby authorized to sign all necessary documents on behalf of the (CITY, TOWN, COUNTY, VILLAGE); and

BE IT FURTHER RESOLVED, that authority is hereby granted to (NAME OF APPROPRIATE COMMITTEE) to take the necessary steps to prepare and file the appropriate application for funds under this program in accordance with this resolution.

ADOPTED on this ____ day of _____, 2005.

ATTEST: _____, Clerk

The above resolution has been authorized by the governing body of _____

By RESOLUTION No. _____, dated _____:

Name Title

Name Clerk

SAMPLE RESOLUTION
Cooperation Agreement for CDBG Program

This agreement entered into on the _____ day of _____, 2005 by and between _____ and _____.

WITNESSED:

WHEREAS, _____ has (have) an identified need in the municipalit(y)(ies) to provide decent housing, and

WHEREAS _____ contemplates submitting jointly with _____ an application for funds under the Community Development Block Grant - Small Cities (CDBG) housing competition of the Wisconsin Division of Housing and Community Development for the purpose of meeting those needs, and

WHEREAS, _____ and _____ desire to and are required to, enter into a written cooperative agreement with each other to participate in such CDBG program, and

WHEREAS, _____ and _____ understand that _____ will act as the applicant and will have the ultimate responsibility to assume all obligations under the terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract

WHEREAS, it is understood that the Department of Housing and Urban Development and BOH have access to all participants' grant records and authority to monitor all activities,

NOW, THEREFORE, pursuant to Wisconsin Statutes 66.0301, the _____ and _____ agree to cooperate in the submission of an application for such funds, and agree to cooperate in the implementation of the submitted CDBG program, as approved by the Department of Commerce, and the Bureau of Downtown and Community Development.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control or other lawful authority which it presently possesses.

ADOPTED on this ____ day of _____, 2005.

ATTEST: _____, Clerk

The above Cooperation Agreement has been authorized by the governing body of _____ by Resolution No. _____, dated _____.

On behalf of _____:

(Name, Title)

(REPEATED FOR EACH PARTY TO THE AGREEMENT)

AN ORDINANCE TO CREATE SECTION _____ OF THE MUNICIPAL CODE
OF THE _____
ADOPTING WISCONSIN STATUTES, SECTION 106.50, AS AMENDED,
RELATING TO THE EQUAL RIGHTS OF ALL PERSONS TO FAIR HOUSING, AND
PROVIDING MEANS FOR THE IMPLEMENTATION AND ENFORCEMENT THEREOF.

THE _____ OF _____ DOES ORDAIN AS FOLLOWS:

Section _____ is created to read as follows:

FAIR AND OPEN HOUSING

WHEREAS, the _____ of the _____
recognizes its responsibilities under Section 106.50, Wisconsin Statutes, as amended, and
endorses the concepts of fair and open housing for all persons and prohibition of discrimination
therein;

THEREFORE, BE IT ORDAINED THAT:

1) The _____ of the _____ hereby
adopts Section 106.50, Wisconsin Statutes, as amended, and all subsequent amendments
thereto.

2) The officials and employees of the _____ shall assist in the
orderly prevention and removal of all discrimination in housing within the _____
by implementing the authority and enforcement procedures set forth in Section 106.50,
Wisconsin Statutes, as amended.

3) The Municipal Clerk shall maintain forms for complaints to be filed under
Section 106.50, Wisconsin Statutes, as amended, and shall assist any person alleging a violation
thereof in the _____ to file a complaint thereunder with the Wisconsin
Department of Work Force Development, Equal Rights Division, for enforcement of Section
106.50, Wisconsin Statutes, as amended.

Chief Elected Official

ATTEST:

Municipal Clerk

Adopted: _____

Published: _____

Effective: _____

The following Residential Antidisplacement and Relocation Plan will be signed by all recipients of federal funds prior to receiving those funds.

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION PLAN

The (Organization Name) will provide relocation assistance, as described in 570.496a (b)(2) and in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The (Organization Name) will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- and moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and described in 24 CFR 570.496a (b)(1) and in Section 104 (d) of the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the (Organization Name) will make public and submit, in writing, to the Department of Administration, Division of Housing, the following information:

1. A description of the proposed activity.
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- to moderate-income dwelling units as a direct result of the assisted activity, and that will be provided as replacement dwelling units.
3. A timetable for the commencement and completion of the demolition or conversion.
4. The source of funding and time schedule for the provision of replacement dwelling units.
5. The basis for concluding that each replacement dwelling unit will remain a low- to moderate-income dwelling unit for at least ten years from the date of initial occupancy.

Consistent with the goals and objectives of activities assisted under the Act, the (Organization Name) will take appropriate steps to minimize the displacement of persons from the homes.

Adopted by the (Organization Name) Board on: _____.

Signature of Authorized Official

Title